

**CHILDREN'S SERVICES HEALTH & SAFETY**

<b>Statutory/HCC Recommended</b>	<b>Developed by:</b>	<b>Approved by:</b>	<b>Date Approved/Reviewed:</b>	<b>Next Review Date:</b>
School	H & S officer	HT	20/5/2016	May 2017

**FIRST AID POLICY**

<b>Name of Unit/Premises/Centre/School</b>	Fairfields Primary school
<b>Date of Policy Issue/Review</b>	20/5/2016
<b>Name of Responsible Manager/Headteacher</b>	Sue Davies
<b>Signature of Responsible Manager/Headteacher</b>	

**Policy Statement**

Fairfields Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Fairfields Primary School is held by the headteacher, Sue Davies, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

**Aims & Objectives**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
  - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
  - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

<b>First Aid Training</b>	Consider using and adapting this example text to set out your training policy
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The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are

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nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

### **Appointed Persons**

At Fairfield's Primary School there are two appointed persons who are as follows:

- Anne Lancashire
- Zoë Shields
- Keith Champion

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

**Note:** Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

### **Emergency First Aiders** *(Those completing the HSE approved 1-day emergency first aid course)*

At Fairfield's Primary School there are 6 emergency first aiders who are as follows:

- Sue Jones
- Jo Gideon
- Soheila Gahari
- Gill Toombes
- Ria Cutmore
- Zara Britton

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

### **Qualified First Aiders** *(Those completing the HSE approved 3-day first aid course)*

At Fairfield's Primary School there are two qualified first aiders who are as follows:

- Anne Lancashire
- Nicki Freeth

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

### **Paediatric First Aid Trained Staff**

At Fairfield's Primary School there are five paediatric first aid trained staff who are as follows:

- Joanne Rattue
- Keith Champion
- Lauren Brownhill
- Anita Bifield
- Zoë Shields

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

<b>First Aid Provision</b>	Consider following this example text to set out your policy for first aid provision
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 16 first aid kits on the premises  
These first aid kits will be situated 1 in each classroom and 2 in the office
- 0 travel first aid kits in vehicles

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Travel first aid kits are prepared in advance of each school trip, depending on the number of groups travelling. (one kit per group)

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the school office.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room and medical area in the school office are designated as the first aid rooms for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- running water
- first aid kit
- chair etc

<b>Emergency Arrangements</b>	Consider following this example text to set out your own arrangements
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Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

**Records**

Consider following this example text to set out your policy for recording

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken